

AUDITORIUM LEADWORKER

DEFINITION

Performs working leadperson tasks plus a variety of unskilled and semiskilled duties related to auditorium events; participates in the work of the auditorium crew in set ups, cleaning, and minor maintenance and repair of auditorium facilities and equipment.

SUPERVISION RECEIVED AND EXERCISED

This classification receives general supervision from the Auditorium Supervisor.

This classification provides working lead direction to Auditorium Serviceworkers.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Sets priorities and assigns tasks to other crew members.
2. Trains new employees in all operations.
3. Follows-up on work production of crew and keeps track of their starting and stopping times.
4. Acts as the primary contact with lessees.
5. Files and tracks event floor plans.
6. Reports to Auditorium Supervisor regarding building incidents, repair and replacement needs, employee work production status, supplies, inventory and equipment use by lessees.
7. Sets up, cleans and stores staging, dance floor, tables, chairs and other equipment used in various kinds of auditorium meetings, activities and events.

EXAMPLES OF DUTIES (continued)

8. Performs regular janitorial work such as cleaning hallways, office, vacuuming and steam cleaning carpets, washing outdoor tile with powered floor scrubber and cleaning and disinfecting restrooms.
9. Performs security work such as parking control, setting up traffic barriers and building security as needed.
10. Cleans and inspects kitchen equipment; provides instruction to caterers on proper use of kitchen equipment.
11. Inspects, repairs and stores furniture, staging and various other auditorium equipment.
12. Provides assistance to event lessees and the general public.
13. Provides instruction to temporary workers assisting in cleaning and set up
14. Sets up and stores sound and lighting equipment used in auditorium events including microphones, amplifiers, mixers cassette decks, follow-spotlights and stage lighting
15. Replaces electrical outlets, ballasts, light bulbs, light switches , fuses, and restroom hardware.
16. Performs minor building and equipment repairs involving carpets, door stops, door hinges, electrical cords, vacuum cleaners, steam cleaners and floor scrubbers.
17. Sets parking lot and exterior building light timers.

QUALIFICATIONS

Knowledge, Abilities and Skills:

- A. Ability to provide working lead direction and to train a crew performing unskilled and semiskilled duties related to auditorium events.
- B. Ability to effectively set priorities and work production standards for self and other crew members.
- C. Ability to effectively interact with co-workers, lessees and the public.

Knowledge, Abilities and Skills (continued)

- D. Ability to work independently.

- E. Ability to perform heavy physical work for extended periods of time.
- F. Ability to learn to read floor plans for set up purposes.
- G. Ability to follow written and oral instructions.
- H. Ability to perform basic arithmetic.
- I. Ability to learn sound and lighting system set ups.
- J. Ability work from ladders or airlifts at various heights.
- K. Knowledge of the use of hand and power tools used in cleaning and maintaining the auditorium.
- L. Knowledge of safety rules and safe working methods.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience performing heavy physical work involving cleaning or building maintenance.

OR

One year of experience as an Auditorium Serviceworker in the City of Hayward.

Education:

Equivalent to completion of the eighth grade.

LICENSE:

Possession of a valid Class III California Driver's License.

PROBATIONARY PERIOD: One year

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AAP GROUP: 18

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt